

Planning Council Member Award Nomination Evaluation/Form Rubric

Nominee Name: _____

Instructions: Evaluate each nominee based on the Planning Council's core values. Assign a score from 1–5 for each criteria. The maximum possible score is 20 points. All scores will be reviewed anonymously by the Membership & Engagement Committee.

Core Value	1 Point	3 Points	5 Points
Empowerment	Demonstrates limited efforts to engage, support, or encourage the participation of others.	Regularly encourages participation and supports the engagement of fellow members and people with HIV in the community.	Consistently empowers others by fostering inclusion, mentoring peers, amplifying diverse voices, and encouraging meaningful participation in Planning Council activities.
Commitment	Meets only minimum expectations for participation and involvement.	Demonstrates dependable participation and follows through on responsibilities.	Consistently exceeds expectations through active participation, reliability, attendance, preparation, and dedication to advancing the Planning Council's mission and vision.
Quality	Contributions occasionally support Planning Council work but lack consistency or attention to detail.	Provides thoughtful, constructive contributions that support effective decision-making and Planning Council activities.	Consistently delivers high-quality contributions, demonstrates thorough preparation, offers innovative solutions, and helps strengthen the effectiveness of the Planning Council.
Integrity	Demonstrates inconsistent adherence to ethical standards, professionalism, or accountability.	Acts professionally, respectfully, and responsibly in most situations.	Consistently demonstrates honesty, transparency, accountability, respect for differing perspectives, and a commitment to ethical decision-making that builds trust among members and stakeholders.

Total Score

Total Points Awarded: _____ / 20

Instructions: Please list examples of how the nominee demonstrated the Planning Council's values. Responses will be reviewed anonymously by the Membership & Engagement Committee.

Empowerment:

Commitment:

Quality:

Integrity:

Overall Recommendation

- Highly Recommended (score of ____ to 20)
- Moderately Recommended (score of ____ to ____)
- Not Recommended (score of 0 to ____)